



DEPARTMENT OF THE NAVY
ASSISTANT FOR ADMINISTRATION
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

5050

CSD

JUN 17 2014

From: Department of the Navy/Assistant for Administration
To: Principal Civilian Deputy Assistant Secretary of the Navy
(Acquisition Workforce)

Subj: REQUEST APPROVAL TO CO-SPONSOR THE 2015 NAVAL SCIENCE AND
TECHNOLOGY PARTNERSHIP AND AMERICAN SOCIETY OF NAVAL
ENGINEERING EXPO, 4-5 FEBRUARY 2015, WASHINGTON, DC

Ref: (a) Your Action Memo of 16 Jun 14

1. Your request in reference (a) to co-sponsor the subject conference is approved.
2. Chief of Naval Research must monitor and track registration to ensure that the number of Department of the Navy (DON) attendees does not exceed 122 in a Temporary Additional Duty status and 300 with local travel claims or the cost to the DON does not exceed \$290,000 without prior approval.
3. The DON has included in this approval the attendance of ten United States Air Force personnel, six United States Army personnel, and nine other Department of Defense personnel.
4. Chief of Naval Research is required to report the actual number of attendees and hosting cost to Department of the Navy/Assistant for Administration, Customer Service Division by 22 February 2014. Send e-mail to W_DONAA_PTGN_CSD_US01@navy.mil.
5. Rental cars are not authorized for attendees traveling by air. Recommend other participants exercise the lowest cost option for travel in attending this event.
6. The attendees must annotate their travel vouchers if meals are provided by the conference host.
7. Lodging and meals will be reimbursed to authorized attendees only at the authorized per diem rate.

Subj: REQUEST APPROVAL TO CO-SPONSOR THE 2015 NAVAL SCIENCE AND TECHNOLOGY PARTNERSHIP AND AMERICAN SOCIETY OF NAVAL ENGINEERING EXPO, 4-5 FEBRUARY 2015, WASHINGTON, DC

8. The travelers are reminded that high-quality government/military lodging options such as Bachelor Officer Quarters, Navy Lodges, and Transient Lodging Facilities are available at www.dodlodging.net. Their use is highly encouraged within the guidelines of the Joint Federal Travel Regulations/Joint Travel Regulations (JFTR/JTR).

9. If applicable, the attendees are required to file tax exemption forms to reduce lodging expenses.

10. The attendees must be good stewards of taxpayer dollars in attending this event.

11. Travel authorizing officials and certifying officers are responsible for protecting taxpayer funds from fraud, waste, abuse, and mismanagement.


CARLA E. LUCCHINO

Copy to:
CNR